Annual Contract Competitive CITY OF BATON ROUGE RESPONSES MUST BE Proposal Request PARISH OF EAST BATON ROUGE **RECEIVED BY:** PURCHASING DIVISION 06/29/21 11:00 AM CST **RETURN BID TO:** TITLE: **A21-6833 Security Alarm System Monitoring for EBRP Library** PURCHASING DIVISION Mailing Address: **Physical Address:** FILE NO: **21-06833** REO NO: PO Box 1471 222 St. Louis Street 8th Floor Room 826 Baton Rouge, LA 70821 AD DATES: 06/08 & 06/15 Baton Rouge, LA 70802 SHIP TO ADDRESS: Various EBRP Libraries Locations **Contact Regarding Inquiries:** (See Attached) Purchasing Analyst: Dexter Stewart Telephone Number: 225-389-3259 x 323 Email: dsstewart@brla.gov MAILING ADDRESS VENDOR NAME REMIT TO ADDRESS CITY, STATE, ZIP TELEPHONE NO. FAX NO. E-MAIL FEDERAL TAX ID OR SOCIAL SECURITY NUMBER TITLE AUTHORIZED SIGNATURE PRINTED NAME **QUESTIONS TO BE COMPLETED BY VENDOR:**

1	STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER.
2	% discount for payment made within 30 days. Discount for payment made in less than 30 days,
	or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.
3	STATE ENLIMED A TED A DDENDA PECEIVED (JE ANV)

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

Bidders are urged to promptly review the requirements of these specification, terms and conditions and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

- 1. Read the entire bid, including all terms and conditions and specifications.
- 2. This proposal is to establish firm prices for materials supplies and services for the contract period shown. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
- 3. The contract shall be firm through the period indicated on the cover sheet. Upon agreement of both the contractor and the City Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
- 4. Proposals are mailed only as a courtesy. The City Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
- 5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
- 6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
- 7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 8. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid.
- 9. All proposals must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
- 10. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
- 11. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.

- 12. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within seven (7) days.
- 13. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
- 14. For Printing solicitations, artwork, dies and/or molds shall become the property of the City Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
- 15. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
- 16. Delivery of items must be made on time to City Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor.
- 17. The City Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
- 18. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
- 19. All Prices bid shall remain in effect for a period of at least sixty (60) days. City Parish purchases are exempt from state and local taxes.
- 20. The City Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
- 21. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?
 - YES____NO___. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
- 22. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
- 23. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or **Nolo Contendere** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana

Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

- 24. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
- 25. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
- 26. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).

A list of parties who have been suspended or debarred can be viewed via the internet at http://www.sam.gov.

- 27. Bid prices shall included delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: http://city.brla.gov/dept/purchase/bidresults.asp.
- 29. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
- 30. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.
 - Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.
- 31. The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at http://brla.gov/vss. Vendors are encouraged to review the step by step https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF before beginning the registration process which may be assessed at https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF Service-Registration-Guide-PDFide.

Additional information regarding how to do business with EBR City-Parish is available at: https://www.brla.gov/DocumentCenter/View/678.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at http://city.brla.gov/dept/purchase/bids.asp.

Note: Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225) 389-3259 Ext 0.

Important! - A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.

FEDERAL CLAUSES, IF APPLICABLE.

Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

II. Termination and Settlement

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with

E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

ADDITIONAL REQUIREMENTS FOR THIS BID

- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications.
- Payment terms for services will be **Net 30** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- The City-Parish reserves the right to cancel this contract with thirty (30) days written notice.
- Termination for Cause: The City-Parish may terminate this Contract for default by giving the contractor written notice thereof, specifying with particularity each such default. After the <u>first</u> such notice of default, Contractor shall have ten (10) days after receipt of notice to cure or take reasonable steps to cure the default. If the contractor fails to cure or take reasonable steps to cure the default within such ten-day period, the City-Parish may declare this Contract, as appropriate, terminated. In the event of a second notice of default, whether for the same or a different infraction of contractual obligations, the contractor will be given five (5) days to cure the default. If a third notice of default should become necessary, the contract may be terminated upon notification of said default.
- <u>Termination for Convenience:</u> The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice.
- <u>Termination for Non-Appropriation Clause:</u> Should the Invitation to Bid result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.
- <u>All items must be bid.</u> A blank, zero or N/A will not be considered and may cause your bid to be deemed non-responsive. If your intention is No Charge, please write "No Charge" in the Unit Price column. If your intention is No Bid, please write "No Bid" in the Unit Price column.
- <u>Cybersecurity Training Requirement</u>: Contractor, including all principals, sub-contractors and employees who require access to City-Parish information technology assets, shall complete the cybersecurity training required by La. R.S. 42:1267 and furnish the City Parish proof of said completion prior to being granted access to said assets.
- Inquiries received up until 5:00 p.m. on June 22, 2021.

Mandatory Pre-bid Conference & Mandatory Job Site Visits

Mandatory Pre-Bid Conference:

When: June 16, 2021
Time: 9:00 A.M.
Location: EBRP Library

7711 Goodwood Blvd Baton Rouge, LA 70806

Contact: Alvin Rattle Phone: 225-231-3779

Mandatory Job Site Visit:

The mandatory job site visits will begin immediately following the pre-bid conference on <u>June 16, 2021</u>. Only companies represented at the pre-bid conference and job site visits shall be considered for award through this Invitation to Bid.

Vendor sign-in forms must be signed before leaving each facility. It will be the responsibility of the bidder to ensure that a representative from their company signs the attendance sheets at <u>pre-bid conference</u> and at <u>job site visit locations</u>. Failure to attend pre-bid conference and mandatory job site visits will cause your bid to be deemed non-responsive.

Questions regarding the pre-bid conference or job site visit may be directed to Alvin Rattle (225) 231-3779.

Inquiry Period:

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing (even if an answer has already been given to an oral question during the pre-bid conference or job site visit.) Inquiries are to be directed as follows:

Hand Delivered or by Courier
Dexter Stewart, Purchasing Analyst II
City-Parish Purchasing Department
222 St. Louis Street, Room 826
Baton Rouge, LA 70802

Baton Rouge, LA 70821

P. O. Box 1471

Delivery by United States Postal Services Dexter Stewart, Purchasing Analyst II

City-Parish Purchasing Department

By email: dsstewart@brla.gov By fax: (225) 389-4841

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

All inquiries shall be received by 5:00 p.m. on June 22, 2021.

EAST BATON ROUGE PARISH LIBRARY SYSTEM LOCATIONS AND HOURS OF OPERATION

Location	Hours of Operation
MAIN LIBRARY 7711 Goodwood Boulevard, Baton Rouge, LA 70806 (225)231-3740 OUTREACH CENTER	Sun: 2pm - 10pm Mon - Thurs: 8am - 10pm Fri - Sat: 8am - 6pm Call for access
3434 North Boulevard, Baton Rouge, LA 70806 (225) 231-1779; (225) 955-1049	oun for access
BAKER BRANCH LIBRARY	Sun: 2pm - 6pm
3501 Groom Road, Baker, LA 70714	Mon - Thurs: 9am - 8pm
(225) 778-5940	Fri - Sat: 9am - 6pm
BLUEBONNET REGIONAL BRANCH LIBRARY 9200 Bluebonnet Boulevard, Baton Rouge, LA 70810 (225) 763-2240	Sun: 2pm - 6pm Mon - Thurs: 9am - 9pm Fri - Sat: 9am - 6pm
CARVER BRANCH LIBRARY 720 Terrace Street, Baton Rouge, LA 70802 (225) 389-7440	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
CENTRAL BRANCH LIBRARY	Sun: 2pm - 6pm
11260 Joor Road, Baton Rouge, LA 70818	Mon - Thurs: 9am - 8pm
(225) 262-2640	Fri - Sat: 9am - 6pm
DELMONT GARDENS BRANCH LIBRARY 3351 Lorraine Street, Baton Rouge, LA 70805 (225) 354-7050	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
EDEN PARK BRANCH LIBRARY	Sun: 2pm - 6pm
5131 Greenwell Springs Road, Baton Rouge, LA 70806	Mon - Thurs: 9am - 8pm
(225) 231-3240	Fri - Sat: 9am - 6pm
FAIRWOOD BRANCH LIBRARY	Sun: 2pm - 6pm
12910 Old Hammond Highway, Baton Rouge, LA 70816	Mon - Thurs: 9am - 8pm
(225) 924-9385	Fri - Sat: 9am - 6pm
GREENWELL SPRINGS ROAD REGIONAL BRANCH LIBRARY 11300 Greenwell Springs Road, Baton Rouge, LA 70814 (225)274-4440	Sun: 2pm - 6pm Mon - Thurs: 9am - 9pm Fri - Sat: 9am - 6pm
JONES CREEK REGIONAL BRANCH LIBRARY	Sun: 2pm - 6pm
6222 JONES CREEK ROAD, BATON ROUGE, LA 70817	Mon - Thurs: 9am - 9pm
(225) 756-1140	Fri - Sat: 9am - 6pm
PRIDE-CHANEYVILLE BRANCH LIBRARY 13600 PRIDE-PORT HUDSON ROAD, PRIDE, LA 70770 (225) 658-1540	Sun: 2pm - 6pm Mon - Thurs: 9am - 8pm Fri - Sat: 9am - 6pm
SCOTLANDVILLE BRANCH LIBRARY	Sun: 2pm - 6pm
7373 Scenic Highway, Baton Rouge, LA 70807	Mon - Thurs: 9am - 8pm
(225) 354-7540	Fri - Sat: 9am - 6pm
ZACHARY BRANCH LIBRARY	Sun: 2pm - 6pm
1900 Church Street, Zachary, LA 70791	Mon - Thurs: 9am - 9pm
(225) 658-1840	Fri - Sat: 9am - 6pm
River Center Branch Library	Sun: 2pm - 6pm
250 North Boulevard, Baton Rouge, La. 70802	Mon - Thurs: 9am - 7pm
(225) 389-4967	Fri - Sat: 9am - 6pm

EAST BATON ROUGE PARISH LIBRARY SYSTEM SITE VISIT SIGN-IN SHEET

NOTE: Bidders must visit all sites, obtain Library Representative Signatures at all sites, and submit this form with their bid

Location	Library Representative Printed Name / Title	Library Representative Signature
MAIN LIBRARY		
OUTREACH CENTER		
BAKER BRANCH LIBRARY		
BLUEBONNET REGIONAL BRANCH LIBRARY		
CARVER BRANCH LIBRARY		
CENTRAL BRANCH LIBRARY		
DELMONT GARDENS BRANCH LIBRARY		
EDEN PARK BRANCH LIBRARY		
FAIRWOOD BRANCH LIBRARY		
GREENWELL SPRINGS		
JONES CREEK REGIONAL BRANCH LIBRARY		
PRIDE-CHANEYVILLE BRANCH LIBRARY		
SCOTLANDVILLE BRANCH LIBRARY		
ZACHARY BRANCH LIBRARY		
River Center Branch Library		

Scope of Work

- 1. Maintenance bid is an hourly rate for normal business hours (Monday through Friday 8 a.m. to 5 p.m., excluding City-Parish holidays).
- 2. Vendor will provide parts and repair services for the existing alarm monitoring systems. Written estimates must be provided and approved prior to start of repair work. Replacement parts must be supplied within two business day. In cases of emergency, life, health, safety, or property damage verbal approval by Library Facilities Manager or acting designee will be given prior to the start of repairs to equipment.
- 3. Response time for request for assistance during normal working hours shall not exceed four hours.
- 4. The Library facilities staff is the Owner's representative for scheduling work for these items. Vendor will coordinate repairs in advance with the Library's facilities staff so that Library staff can be onsite while repairs are being completed.
- 5. Prior to beginning any service work, the vendor's representative will sign in using the location's sign-in sheet, usually located at the Circulation desk.
- 6. Vendor will treat EBRPL as a priority customer and will respond to emergency service calls within 24 hours.
- 7. Pre-bid meeting and site visits, are mandatory. They may be completed at the vendor's convenience, but each vendor must present an East Baton Rouge Parish Library System Site Visit Sign in Sheet, verifying that they have made a site visit, with their bid packet. For site visits to Outreach/Recycled Reads, vendor should call the Library's facilities staff at 225-231-3779 to schedule a site visit. Use the East Baton Rouge Parish Library System Site Visit Sign in Sheet included in this bid package.
- 8. The bidder is responsible for verifying the number of motion detectors, alarm panels, and alarm contacts at each location.
- 9. At the discretion of the Library and the City-Parish, this contract may be renewed for up to two additional years.
- 10. It is the intent of the City of Baton Rouge to award this contract to one vendor.
- 11. The Library will provide a monitoring call list for each location in case of an emergency.
- 12. Security systems may be improved, altered, or expanded due to building repairs, renovations, or changing security needs. In this instance, the contract may be amended to add, delete, upgrade or replace systems.
- 13. Quotes for upgrades or non-emergency repairs must be received, within 3-5 business days after initial request or vendor visit.
- 14. During the course of the contract, if a new facility is acquired or constructed, the contract may be amended to include the new building.
- 15. Bidder will be required to submit proof stating that they are manufacturer authorized to provide service and to make repairs on the system. Such documentation must be included with the bid or must be provided to Purchasing within seven days upon request.

LIST OF LOCATION AND SYSTEM EQUIPMENT

LIST OF LOCATION AND STSTEM EQUIPMENT						
Locations	Manufacturer of Unit	Model #	Type of System	Number of Batteries	Type of Batteries	# of Systems
Main	Honeywell	Vista- 250BPT	Hard Wire	2	PS-12120 F2	1
Baker	FBII	XL-4C	Hard Wire	2	PS-12180 F2	1
Bluebonnet	Bosch	D7412GV2	Hard Wire	2	PS-1270 F2	1
Carver	A Demco	Vista-128BP	Hard Wire	2	PS-1250 F1	1
Central	Radionics	D7412	Hard Wire	1	PS-1270 F2	1
Delmont	Networx	NX-8	Hard Wire	2	PS-1270 F1	1
Eden Park	Bosch	D7412G	Hard Wire	2	PS-1270 F2	1
Fairwood	Bosch	D7412GV4	Hard Wire	2	PS-1270 F2	1
Greenwell Springs	Bosch	D7412GV2	Hard Wire	1	PS-1270 F1	1
Jones Creek	Bosch	D7412GV2	Hard Wire	1	PS-1270 F1	1
Pride - Chaneyville	A Demco	Vista-128BP	Hard Wire	2	PS-1250 F1	1
River Center	Bosch	D7412GV4	Hard Wire	2	PS-1270 F2	1
Scotlandville	Bosch	D7412GV3	Hard Wire	1	PS-1250-F1	1
Scotlandville	First Alert	Not Readable	Wireless	1	PS-1270 F2	1
Zachary	Gemini	GEM-P3200	Hard Wire	2	PS-1270 F2	1
Outreach	Securitron	BPS-12-1	Hard Wire	1	PS-1270 F2	1

ORIGINAL EQUIPMENT MANUFACTURER STANDARD REPLACEMENT PARTS AND MANUFACTURER AUTHORIZED SERVICE FOR SECURITY ALARM SYSTEMS

The intent of this contract is to establish prices for parts and labor to service equipment for Security Alarm Systems. The evaluation of the items offered and the determination of the lowest responsive and responsible bidder will be the sole responsible lity of the Purchasing Division after consultation with the using agency.

The awarded vendor must be an authorized distributor and/or or an authorized service provider who can sell, repair, and/or perform maintenance on security alarm system products and equipment. If requested, additional information must be submitted within seven (7) days.

City Parish normal business hours are weekdays, 8:00 am to 5:00 pm. Response time for call outs shall not exceed (4) hours.

Vendor will be required to submit invoices to include the following:

- Date of Invoice
- Agency / Contact
- Contract Number
- Serial Number
- Purchase Order Number (If applicable)
- Invoice Number
- Invoice Total

For each parts item on the invoice, the following should be included:

- Item Description
- Quantity Purchased
- Unit Price
- Discounted Price
- Item Total Price

For each labor charge on an invoice, for work performed at the contractor's facility, the following should be included:

- Date, Location, and Description of work performed
- Total number of hours
- Rate per hour
- Total labor charge

For each labor charge on an invoice, for work performed at a City Parish site, the following should be included:

- Date, Location, and Description of work performed
- Total number of hours
- Rate per hour
- Total labor charge

For each call out charge for site visits on an invoice, the following should be included:

Date and time of call out, Location, and Description of the road call

Schedule of Bid Items

<u>All items must be bid.</u> A blank, zero or N/A will not be considered and may cause your bid to be deemed non-responsive. If your intention is No Charge, please write "No Charge" in the Unit Price column. If your intention is No Bid, please write "No Bid" in the Unit Price column.

ITEM	DESCRIPTION	ESTIMATED QTY	UNIT	UNIT PRICE	TOTAL
0001	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Main Library: 7711 Goodwood Boulevard, Baton Rouge, LA 70806	96	Per Hour	\$	\$
0002	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Baker Branch Library: 3501 Groom Road Baker, LA 70714	96	Per Hour	\$	\$
0003	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Bluebonnet Regional Branch Library: 9200 Bluebonnet Boulevard Baton Rouge, LA 70810	96	Per Hour	\$	\$
0004	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Carver Branch Library: 720 Terrace Avenue Baton Rouge, LA 70802	96	Per Hour	\$	\$
0005	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Central Branch Library: 11260 Joor Road Baton Rouge, LA 70818	96	Per Hour	\$	\$
0006	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Delmont Gardens Branch Library: 3351 Lorraine Street Baton Rouge, LA 70805	96	Per Hour	\$	\$

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work

Schedule of Bid Items

<u>All items must be bid.</u> A blank, zero or N/A will not be considered and may cause your bid to be deemed non-responsive. If your intention is No Charge, please write "No Charge" in the Unit Price column. If your intention is No Bid, please write "No Bid" in the Unit Price column.

ITEM	DESCRIPTION	ESTIMATED QTY	UNIT	UNIT	TOTAL
0007	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Eden Park Branch Library: 5131 Greenwell Springs Road Baton Rouge, LA 70806	96	Per Hour	\$	\$
0008	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Fairwood Branch Library: 12910 Old Hammond Highway Baton Rouge, LA 70816	96	Per Hour	\$	\$
0009	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Greenwell Springs Road Regional Branch Library: 11300 Greenwell Springs Road Baton Rouge, LA 70814	96	Per Hour	\$	\$
0010	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Jones Creek Regional Branch Library: 6222 Jones Creek Road Baton Rouge, LA 70817	96	Per Hour	\$	\$
0011	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Pride-Chaneyville Branch Library: 13600 Pride-Port Hudson Road Pride, LA 70770	96	Per Hour	\$	\$
0012	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the River Center Branch Library: 250 North Boulevard Baton Rouge, LA 70802	96	Per Hour	\$	\$

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work

Schedule of Bid Items

<u>All items must be bid.</u> A blank, zero or N/A will not be considered and may cause your bid to be deemed non-responsive. If your intention is No Charge, please write "No Charge" in the Unit Price column. If your intention is No Bid, please write "No Bid" in the Unit Price column.

ITEM	DESCRIPTION	ESTIMATED QTY	UNIT	UNIT PRICE	TOTAL
0013	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Scotlandville Branch Library: 7373 Scenic Highway Baton Rouge, LA 70807	96	Per Hour	\$	\$
0014	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Zachary Branch Library: 1900 Church Street Zachary, LA 70791	96	Per Hour	\$	\$
0015	Monitoring of the security alarm system with an unsupervised weekly notification of a signal check located at the Library Outreach Facility/Recycled Reads 3434 North Boulevard Baton Rouge, LA 70806	96	Per Hour	\$	\$
0016	Maintenance and Repair of the security alarm systems for all buildings	1	Per Hour	\$	\$
0017	Set Up Charge for site visit to connect for monitoring – per building	15	One Time Fee	\$	\$
0018	Site Visit-Service Charge	1	Per Visit	\$	\$

NOTE: All prices shall include all supplies listed under Scope of Work, fuel charge and any other fee may relate to the Scope of Work

CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below **until** completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A. Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$ 2,000,000
Products-Comp/Op Agg	\$ 1,000,000
Personal & Adv Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Fire Damage (Any one fire)	\$ 50,000
Med Exp	\$ 5,000

B. Business Auto Policy

Any Auto, or Combined Single Limit

Owned, Non-Owned & Mired \$300,000

- C. Standard Workers Compensation Full statutory liability for State of Louisiana with Employer's Liability Coverage.
- D. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.
- E. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.
- F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.
- G. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge Attn: Purchasing Division Post Office Box 1471 Baton Rouge, Louisiana 70821

BIDDER'S ORGANIZATION BIDDER IS:

AN INDIVIDUAL Individual's Name:	
Doing business as:	
Address:	
Telephone No.:	Fax No.:
A PARTNERSHIP Firm Name:	
Title:	
Telephone No.:	Fax No.:
A LIMITED LIABILITY COMPANY Company Name:	
Telephone No.:	
A CORPORATION IF BID IS BY A CORPORATION, THE CORPORATION Name:	PORATE RESOLUTION SHOULD BE SUBMITTED WITH BID.
Address:	
State of Incorporation:	
Name of person authorized to sign:	
Telephone No.:	

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of				a	corporation	organized
under the laws of the State of	a	nd domicile	d in		wa	s held this
day of, 20and was	s attended	by a quorum	of the member	s of t	he Board of D	rectors.
The following resolution was offered, duly quorum:	ly seconde	d and after	discussion was	s una:	nimously adop	oted by said
BE IT RESOLVED, that			is he	ereby	authorized	to submit
proposals and execute agreements on beha	alf of this	corporation	with the City	of Ba	nton Rouge, ar	nd Parish of
East Baton Rouge.						
BE IT FURTHER RESOLVED, that said unless revoked by resolution of this Board Purchasing Director of the Parish of East Bacertified.	d of Direc	tors and tha	t said revocation	n wi	ll not take effe	ect until the
I,, hereby cer	rtify that I	am the Secre	etary of		2	
a corporation created under the laws of the S						
that the foregoing is a true and exact copy of						ctors of said
corporation at a meeting legally called and l	held on the	e day	of	,	20 , as said	d resolution
appears of record in the Official Minutes of	f the Board	of Directors	s in my possess	ion.		
	This	day of	, 20			
		SECI	RETARY			

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AGREEMENT (Sample)

THI	IS AGREEMENT, made and entered into at Ba	aton Rouge, Louisiana, effective theday of,					
20 , by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called							
and		(herein after called "Contractor").					
The	The Contractor shall perform all work required by the Contract Documents for the following services:						
Anr	nual Contract Number and Title						
Con	ntract Period						
	The following Contract Documents are all he incorporated herein in full:	creby made a part of this Agreement to the same extent as if					
	A. Bid Documents complete with terms and complete B. The Contractor's Proposal with all attachmed. The Specifications						
 3. 4. 	D. The following enumerated addenda: No amendment to this Contract shall be made Insurance and Indemnity requirements shall co Contractor shall be paid an amount based on the	onform to those stated in the specifications. ne attached Exhibit A:					
	Parish to periodically inspect and audit all da under this contract. Louisiana Revised Statute be preserved and maintained for a period of at	ractor shall permit the authorized representative of the Cityata and records of the Contractor relating to his performance 44:36 Preservation of Records states that public records shall t least (3) three years from the date on which the public record					
6.	was made. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.						
IN '	WITNESS WHEREOF, the parties hereto have	e executed this Agreement effective as of the date first written					
abo	ve.						
WI	ΓNESS:	CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE Owner					
		BySharon Weston Broome, Mayor-President Or					
		Kris R. Goranson, Purchasing Director					
WITNESS:		Contractor					
		By					
		(Typed Name and Title)					

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